

Personnel 3

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Selection of Participants for Annual Awards Ceremony

FROM:

Special Assistant to the Deputy Director
for Support

EXTENSION

NO.

DATE

11 August 1966

STATINTL

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

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15.

The attached memos from Chief, Benefits and Services Division, provide information on the Annual Awards Ceremony and indicate the attendance quotas for each of the Support Services. Also attached are two copies of lists of employees in your component who are eligible for 15-year and 10-year certificates.

Please check the names of individuals who will attend the ceremony and forward one copy by 19 August to the Executive Secretary, Honor and Merit Awards Board, Room 412, Magazine. Also forward to this Office one or two nominees for the honor of walking up on stage to receive certificates at the ceremony. A selection will be made here of the two individuals from the Support Directorate to be actual participants in the ceremony.

STATINTL



Special Assistant to the
Deputy Director for Support

Attachments (DD/S 66-4231 w/att)

Distribution:

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1 - zerrox copy ea DD/S Office w/atts.

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DD/566-4231

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9 AUG 1966

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support

SUBJECT : Selection of Participants for Annual Awards Ceremony

1. At 12 noon on Monday, 19 September 1966, there will be an Annual Awards Ceremony in Headquarters Auditorium honoring all employees who have served with CIA for 15 years and for 10 years. The lists of the eligible 15- and 10-year employees in your component are attached.
2. Please select from each of the lists two (2) employees in the Washington area who will participate in the ceremony and who will walk up on the stage to receive their certificates. We will then invite them individually.
3. Will you also check off seventy-one (71) names on your 15-year list and forty-six (46) names on your 10-year list of employees who will attend the ceremony. We will send you tickets for these employees requesting that they be in their seats by 11:45 a. m. on that date. Please return the lists by 19 August to the Executive Secretary, Honor and Merit Awards Board, room 412, Magazine Building.
4. You should keep a copy of the names selected in case there are any last minute telephone changes to be made.
5. If you have any questions about the ceremony or if you see any error in the spelling of names, please call extension

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Chief, Benefits and Services Division

Atts

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9 AUG 1966

att. DD/S 66-4231

MEMORANDUM FOR : Executive Officer to the Deputy Director for Support

SUBJECT : Distribution of Participants and Observers at the Annual Awards Ceremony

1. This year all Directorates will have only two participants from each category, 10- and 15-year, walk on stage.

2. The following breakdown has been allocated for Support Services participants who will have reserved seats in the auditorium:

	<u>15 Year</u>	<u>10 Year</u>
O/DDS	1	1
OMS	1	1
OC	23	22
<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div>	5	1
OL	11	6
OP	4	2
OS	16	8
OTR	6	3
OF	<u>4</u>	<u>2</u>
Total	71	46

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Chief, Benefits and Services Division

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